



State of Montana
Department of Corrections
Youth Community Corrections Bureau

SPACE MANAGEMENT ASSESSMENT FORM

Field Office Name: _____

Physical Address: _____

Number of Employees in Office: _____

Total Office Space (square feet): _____

Average Space per Employee: _____

NOTE:

*Per the Department of Administration, the maximum amount of space per FTE is 300 feet, which includes all public areas such as hallways, bathrooms and conference rooms.
The State averages 275 square feet per FTE.*